Learners may ask their instructor in writing that they be assigned a grade of Incomplete (I) under the following conditions:

- A request stating the circumstances for the incomplete grade must be made in writing to the instructor no later than one week prior to the end of the semester.
- An incomplete grade (I) will be granted only at the discretion of the instructor for emergency circumstances.

To remove the incomplete grade (I), course requirements must be completed by the end of the next semester of regular program offerings. Any incomplete (I) not removed by that time will be changed to failing (F). Learners may not request an incomplete (I) if they are on scholastic probation or if they have an unfinished incomplete (I) from a previous semester.

________________________________________
Name

I, the learner agree to the following:
- I am not currently on academic probation
- I do not currently have an unfinished incomplete (I) from a previous semester

Learner Signature ___________________________ Date ___________________________

Course # (ex: ACCT 1001): ___________________________ Course Title: ___________________________

Course ID#: ___________________________ Credits: ___________________________ Class days: ___________________________

Year and Term: ___________________________

Reason for request: __________________________________________________________

Instructor Signature ___________________________ Date ___________________________

(must be at least one week prior to the end of the semester)

* Northwest Technical College is asking you to provide information that includes private information under the Minnesota Government Data Practices Act (MGDPA). Northwest Technical College is requesting this information to be able to correctly identify your records. You are not legally required to provide the information Northwest Technical College is requesting and may refuse to provide it. Only the Registrar (or designee) will receive and use this completed form.